

COVID-19 Workplace Infection Control Plan (ICP)

City of Woodburn is committed to providing a safe and healthy workplace for all our employees. To ensure this, we have developed the following Infection Control Plan (ICP) in response to the COVID-19 pandemic and to comply with OAR 437-001-0744, addressing COVID-19 Workplace Risks, the temporary administrative rule adopted by the Oregon Occupational Safety and Health Division. This ICP is specific to the type of work performed at our facility. Managers and employees are all responsible for providing feedback regarding COVID-19 hazards, implementing hazard controls and this infection control plan. Our goal is to mitigate the potential for transmission of SARS CoV-2, which causes COVID-19, in our workplace(s). A copy of this ICP is available at each worksite. Training for this ICP is provided through the City's HR Department.

Scope of ICP: The ICP covers conduct that occurs in the workplace and applies to the conduct of all elected officials, employees, applicants, interns, volunteers and contractors providing service to the City (such as outside vendors or consultants).

Address: 270 Montgomery Street, Woodburn, OR 97071 and other City buildings

Infection Control Plan (ICP) Administrator: Heather Pierson, Risk Manager, 503-980-6318, Heather.pierson@ci.woodburn.or.us

Human Resources Representative and contact information: Mel Gregg, 503-982-5231, mel.gregg@ci.woodburn.or.us

Date(s) ICP developed/updated: 12/07/2020

Controls in our workplace

Based on the exposure risk assessment efforts, the following controls, in general, have been implemented in our facility. Controls for specific tasks and activities are listed in the job task tables in the pages that follow. Controls may include ventilation, staggered shifts, redesign of the task or work environment, limiting occupancy, and reduction of shared tools and/or equipment.

The specific hazard control measures that we installed, implemented, or developed to minimize employee exposure to COVID-19, listed and described.

Engineering controls

- All City buildings have been upgraded to Merv13 filters.
- Facilities is working on maximizing air exchange in each building to meet the requirements.
- Plexiglas or permanent glass partitions are used to separate staff from visitors.
- Public restrooms are closed for use.
- In library, when open to public, most sections of the library remain closed to public, barriers used to restrict access to collections, curbside service utilized during stricter guidelines.
- In instances where greater than 6 feet is not possible, additional precautions have been taken, (such as dividers, continuous mask/face covering requirement).
- Shields have been placed in interview rooms and work stations at Police Department.
- Traffic directional decal signs are on floor at City Hall.
- Floors have been marked for 6 ft distancing where public lines up for service, such as finance, court and library.

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Administrative controls

- Staggered shifts to limit contact time in common areas such as dressing rooms, time clocks, etc.
- Only one employee in vehicles except absolutely necessary for safety reasons, maintaining 6 feet distance at all times, except when not feasible for particular tasks.
- All common areas have been clearly marked for maximum occupancy.
- Vacant office areas and other rooms are used by some employees to maintain distancing.
- A pager system is utilized for trials and defendants to wait in their vehicles.
- Atrium of library is used for arraignments when the library is otherwise closed to public.
- IT help desk remotely accesses employee equipment for resolving issues.
- Employees are provided disinfectants, reusable and disposable masks, face coverings and face shields to use as applicable and appropriate, along with PPE including N95 and KN95 masks, nitrile gloves, and hand sanitizers.
- Employees are regularly trained on the job for the proper use of PPE.
- Non-touch temperature monitoring used in police department and for court.

Work Practices

- Where employees can telework, they have been assigned telework.
- Normal work distances are greater than 6 feet for field staff and employees in most of the office environments.
- All employees have been directed to maintain 6 feet distance at all times.
- Employees are also instructed not to drive in the same vehicle with certain exceptions (police training, occasional instances when safety regulations may require more than one employee to be present such as confined space entry, assisting a customer using a mobility device in transit busses, during certain police activities where distancing is impossible such as apprehending suspects which mask/face coverings are required to the greatest ability possible).
- Discontinued in person meetings and trainings.
- Utilize online meetings.
- In police, in person briefings and training have been suspended.
- No more than 3 defendants are allowed in court room.
- Plexiglas or permanent glass partitions are used to separate staff from visitors.
- Signs posted in work areas regarding the use of facial coverings and maintaining 6 ft. of distance from others.

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- Posters are posted in employee bulletin boards.
- Signs are placed in restrooms remind people to wash their hands before leaving.
- Signs posted at building entrances reminding visitors signs and symptoms of covid-19 and to not enter if any symptom present
- Signs have been placed at entrance reminding people to wear masks.
- Employees are directed to sanitize common surface areas after and before each use.
- City contracted with a janitorial company to disinfect public spaces and conference rooms weekly in City Hall and Police department twice a week.
- Transit busses and shelters are sanitized and cleaned daily.
- Court is disinfected after each session by the outside janitorial company.
- Police vehicles are sanitized between shift changes.
- Employees are instructed to sanitize shared vehicles after each use.
- Employees also have been instructed to keep beards trimmed as recommended by CDC for proper fitting of the masks and face coverings.

Face covering requirements

The City of Woodburn adheres to current OHA statewide mask guidance. At our facility, the following face covering types are required for general source control in our workplace:(For specific job tasks and protective measures, please see the Job/Task table(s))

Face covering type(s)	Location(s) where required
Face Masks, cloth, N95 & KN95	All locations require the wearing of mask. No mask required if in office with four walls and a closed door when alone.
Face Shield	To be used in limited situations when a face shield by itself is appropriate such as talking to someone who is deaf or hard of hearing and needs to read lips to communicate. Or as a double covering over a face mask when physical distancing cannot be met.
Click or tap here to enter text.	Click or tap here to enter text.

Notification of known or suspect COVID-19 cases

In the event an employee or employees are exposed to a known or suspected case of COVID-19 through contact tracing, notification will occur **by telephone, text message or email**

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Management will ensure a general communication is provided to the workplace at large via **telephone, text message or email** and that any other employers with employees on the premises are notified. The ICP Administrator will ensure that notifications and communications occur within 24 hours of the company being notified.

Supplies – locations and re-ordering of stock

All supplies are kept in stock in the following locations. Employees are responsible for notifying the appropriate person when supplies are getting low. An inventory of supplies is conducted every **time the custodial staff cleans the buildings** but supplies may become low before that time. Please notify the appropriate personnel immediately if this occurs.

Location(s) for face coverings, masks, and face shields for source control requirements can be found:

All locations where employees report to work, take breaks/lunch, and normal gathering areas have a well-stocked supplies of Covid related PPE. Employee are required to take the required PPE for the job duties assigned them from the cash of PPE supplies throughout the day. Employees may also request additional PPE be delivered to them in the field by a supervisor to insure compliance with the restrictions set forth.

Personal protective equipment, including respiratory protection, for specific job tasks are located:

Employees at this time don't conduct activities that require the use of respiratory protection beyond p95 for Covid-19 related usage. Current CDC PPE used at all City locations for activities that can affect the infection of the virus under general work conditions.

Please make sure to notify one of the following individuals if supplies are needed:

Name/Title: Jesse Cuomo, Parks and Recreation Manager

Contact information: 503-982-5266

Name/Title: Jeff Crabtree, Maintenance Supervisor

Contact information: 503-982-5267

Name/Title: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

Name/Title: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

Specific job/tasks requiring PPE, including respirators, and hazard control measures to minimize exposure to SARS CoV-2.

Job/task(s): Administering First Aid

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PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input checked="" type="checkbox"/> Safety glasses <input checked="" type="checkbox"/> Face shield <input checked="" type="checkbox"/> Gloves (type): Nitrile _____ <input checked="" type="checkbox"/> Face covering (type): Cloth or P95 type covering _____ <input type="checkbox"/> Respirator (type): _____	Administer First Aid as if person is infected, take precautions to limit the exposure of body fluids. Asses the injuries and limit exposure to staff to the greatest extent possible. You should attempt to allow injured individual to self-assess if at all possible to limit exposure within 6 feet as able while wearing PPE as able. (Not all cases allow for distancing, such as CPR). Rely on first responders if possible to treat non-life threatening injuries. Report the incident to supervisor and HR to begin Covid contact protocols.
Job/task(s): Working in close proximity to other staff	
PPE/respirators required	Hazard control measures (list all engineering and administrative controls)
<input checked="" type="checkbox"/> Safety glasses <input checked="" type="checkbox"/> Face shield <input checked="" type="checkbox"/> Gloves (type): Nitrile _____ <input type="checkbox"/> Face covering (type): Cloth or P95 type coverings _____ <input type="checkbox"/> Respirator (type): _____	When working with one or more employees on a routine or emergency activity. Make sure activities are completed in a safe and timely manner, plan work so as to limit exposure to one another in addition to wearing facial coverings and or mask if possible. Only work together to perform work where more than one employee is needed while wearing a facial covering or mask and immediately return to a minimum of 6 foot separation.